**IT6036 Application Security and Server-Side Development**

**Project:** **Team Contract**

| Team Name: | Alpha Coders | |
| --- | --- | --- |
|  | Student Name | Student ID |
| Student 1: | Gurkaram Singh | 2023082 |
| Student 2: | Chetan Kumar | 20231047 |
| Student 3: | Tarun | 20231095 |
| Student 4: | Sehajpreet Singh | 20230607 |
| Student 5: |  |  |
| Agreement Date: |  |  |

## Submission and Signing

Post your team contract to the group’s discussion board. Every team member needs to reply to the post, stating that:

* They have participated in forming the procedures, expectations, and consequences stated in the contract.
* They understand the contract and will abide by what has been outlined by the group.
* They accept the consequences if they do not abide by something stated in the contract.

Once each team member has approved your team contract, your group is ready to begin working on the project.

You may find at some point that the group is not working as effectively as you had hoped. Do not delay in implementing the protocols established in the contract. Seek guidance from the tutor if necessary.

# Team Goals

The goals of the team are:

* **Build a secure and working web application that includes login, user roles, and admin management.**
* **Learn how to work in a team using GitHub and Agile methods like Kanban.**
* **Submit all documents on time and maintain version control and backups.**

# Team Procedures

### Communication

1. Outline how the group will communicate with each other.

| Team Name: |  | |
| --- | --- | --- |
| Team Member Name | E-mail | Mobile phone |
| Gurkaram Singh |  |  |
| Chetan Kumar |  |  |
| Tarun |  |  |
| Sehajpreet Singh |  |  |
|  |  |  |

1. Identify the preferred methods of communication and how they will be used. How will you keep the team updated about your progress? (add, delete and revise as needed):

* **Email**: To be used for formal updates, major decisions, or submitting files.
* **Group discussion board** - For assigning and tracking tasks with deadlines.
* **Mobile phone**:- For daily updates, quick coordination, and urgent info.
* **Other (GitHub)**: For version control, code sharing, issue tracking, and pull requests.

1. Face-to-face meetings / work sessions:

* (Specify when any sessions will be held and what tasks will be performed, include dates and times)
* (This could also be entered in a team calendar, if you are using one.)
* **Google Meet every Saturday for weekly planning and issue resolution.**
* **Additional sessions during delivery week (15–18 April) as needed.**

1. Asynchronous communication:

* How frequently are group members expected to check their email, discussion board posts, and other forms of asynchronous communication?
* How quickly are group members expected to respond to emails, discussion board posts, etc.?
* **All members will check messages and updates at least twice a day.**
* **Responses to messages and GitHub issues expected within 12–24 hours.**

1. Availability:

* If any group members know they will be unavailable for a specific date, please list it in this section.
* **Members will notify others in advance for any planned absences.**
* **Known unavailable dates will be updated on Kanban Board**

1. Failure to communicate with group:

* What action will you take if a group member is not communicating within the time frame outlined above? What are the consequences?
* **If someone doesn’t respond within 24 hours, the Team Leader will follow up.**
* **Repeated unresponsiveness (more than 2 times) will be escalated to the tutor.**

## Roles of Group Members

| **Role** | **Team Member Name** | | |
| --- | --- | --- | --- |
| First stage (24t March - 28th March) | Second stage (31st March - 11th April) | Third stage (12th April - 18th April) |
| Team Leader | Chetan | Gurkaram Singh/Sehajpreet Singh | Tarun |
| Facilitator / Guardian of Contract | Gurkaram Singh | Sehajpreet Singh | Sehajpreet Singh |
| Spokesperson | Sehajpreet Singh | Tarun | Chetan Kumar |
| Recorder | Tarun | Chetan Kumar | Gurkaram Singh |
| Time Keeper | Tarun | Gurkaram Singh | Chetan Kumar |

## Decision Making

1. How will decisions be made?

* By consensus, majority vote, or by the team leader?
* (see unit *Teamwork Essentials*, section *Decision-Making*)

1. How will decisions be recorded?
2. How will conflicts and disagreements be resolved?

* **All decisions will be made by majority vote after open discussion.**
* **Decisions will be recorded in a shared Google Doc log and posted to GitHub issues if technical.**
* **If a disagreement happens, we will discuss it first. If unresolved, we will consult the tutor.**

## Record Keeping

1. How will you save evidence of team discussions and team decisions?

* **We will record all team discussions and decisions in a shared Google Doc, which will be updated after each meeting or planning session. We will also use the Kanban board to document task assignments, status updates, and decisions related to implementation. In addition, we will use GitHub Issues and Comments to track any technical decisions or feature changes. These records will help us stay organized and provide evidence of collaboration.**

1. How will you save evidence of each member’s contributions to the project?

* **Each team member will work on their own GitHub branch and create pull requests (PRs) when submitting work. These pull requests, along with commit histories, will serve as clear evidence of who contributed what. We will also take screenshots of PRs, team discussions, and completed Kanban tasks and save them in a shared Google Drive folder to be included in the final submission and reflective journal**

# Team Expectations

## Behaviour Expectations

1. List the behaviour expectations (e.g. regarding punctuality, preparation for meetings, timeliness of contributions, input to discussions, etc.)

Team members will:

* **Attend weekly and urgent meetings on time.**
* **Submit work by deadlines and update progress honestly.**
* **Help others and ask for help when needed.**
* **Respect each other and maintain a positive team culture.**

1. How will you handle disagreements about team member behaviour?

* **First, speak privately to resolve.**
* **If unresolved, raise it in the next meeting.**
* **As a last resort, inform the tutor.**

## Team Participation

1. Preference for leadership (informal, formal, individual, shared):

* **Shared Leadership – rotating responsibilities based on tasks.**

1. Strategies to ensure cooperation and equal distribution of tasks:

* **Use Kanban board (Trello) to assign and track tasks fairly.**
* **Tasks will be split based on skills and time availability.**

1. Strategies for encouraging/ including ideas from all team members:

* **Every member will contribute at least 1 feature.**
* **New ideas will be noted during weekly calls and voted on.**

1. Strategies for keeping on task:

* **Planning using Trello board.**
* **Mid-week progress check on WhatsApp.**

# Dealing with Issues

## Non-Cooperative Team Members

1. How will you deal with non-cooperative team members?

* **1st instance: warning and reminder of responsibilities.**
* **2nd instance: reassignment of tasks to other members.**
* **3rd instance: reported to tutor for intervention.**

1. What are the consequences for failing to follow procedures and fulfil expectations?

* **Work reassigned and mentioned in team evaluation.**
* **GitHub logs and team contract will be used as reference.**

# Timelines and Milestones

## Project Timeline

### 

| **Stage** | **Description** | **Dates** | **Lead Developer** | **Milestone / Deliverable** |
| --- | --- | --- | --- | --- |
| **Stage 1: Planning & Setup** | Team contract, GitHub repo, Kanban board, initial task setup | 24–28 March 2025 | Chetan | Team contract submitted, GitHub repo created |
| **Stage 2: Requirements & Security** | Requirement analysis, security policy, login/signup feature | 31 March – 11 April 2025 | Gurkaram Singh/ Sehajpreet Singh | Requirements document, login working |
| **Stage 3: Implementation & Submission** | Admin roles, permissions, testing, final docs & zip | 12–18 April 2025 | Tarun | Final system working, documents zipped and submitted |

**If a stage is delayed or tasks are not completed on time, the Kanban board will be updated immediately and team members will reassign or redistribute tasks as needed. The team will meet on Google Meet to review progress and adjust deadlines in a way that ensures submission by 18 April 2025. We will inform the tutor in advance if any unavoidable delays occur.**